



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 1/27/2016	<u>Interviewer:</u> Mohammed Cato (MC) and Sue Guenter-Schlesinger (SGS)	RFA #16 – 01
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Concern related to privacy/confidentiality of student records		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11-10-15	[REDACTED] called the EO Office. She was referred to EO by RD Simone Staley due to possible sexual harassment. MC was not in the office at the time so [REDACTED] left a contact number for MC to reach her.	MC called [REDACTED] twice on 11/10 and left a voicemail. [REDACTED] did not respond.
11-16-15	MC contacts [REDACTED] and sets up an appointment.	
11-20-15	MC and SGS meet with [REDACTED]	[REDACTED] shares her account of harassing behavior exhibited by her roommate and suitemate ([REDACTED] and [REDACTED]). MC and SGS explain reporting options

		and available resources on campus. [REDACTED] shares that she did not file a complaint with the Office of Student Life but met with a man from the office (she thinks it was Michael Sledge). [REDACTED] says that the man asked her a few questions about some of the incidences mentioned in the Care Report and asked whether or not she wanted to file a report. [REDACTED] indicated that she didn't want to file a report and that her main concern was getting away from her roommate and suitemate. At this point [REDACTED] is still not sure whether she wants to file a complaint but indicates she will contact MC or Sue if she decides to move forward.
12-3-15	MC t/c with [REDACTED]	[REDACTED] indicates that she is not interested in filing a complaint at this time but will follow up with MC when she is ready
1-27-16	MC meets with [REDACTED] after [REDACTED] calls MC and informs him that she believes her care report (containing personal information) was shared with others.	<p>[REDACTED] says that she learned from a friend that [REDACTED] shared a report containing information about [REDACTED] allegations of sexual harassment to other individuals, including [REDACTED]. [REDACTED] says that she learned of the incident on January 5th.</p> <p>[REDACTED] works in the [REDACTED] and [REDACTED] believes that's how [REDACTED] was able to access her file. [REDACTED] described this as a violation of her privacy and expressed concerns about the confidentiality and security of personal information in the [REDACTED] wants the Office of Student Life to ensure that student records are safe and confidential as well as hold [REDACTED] accountable for her actions if she is responsible.</p> <p>MC indicated that he would share this information with SGS and most likely give this information to the Dean of Students and that the Dean of Students would decide how to handle this matter since it involved an employee from the [REDACTED] MC indicated that he would follow up with [REDACTED] a few days later to see if her concerns were being addressed by the Dean of Students.</p>
1-27-16	SGS sends an email to Ted Pratt along with an attachment of notes from MC's meeting with [REDACTED] SGS requests to meet with Ted to discuss [REDACTED] concerns	SGS and MC meet with Ted Pratt. Pratt agrees that his office should handle this issue. Pratt indicates that he will reach out to [REDACTED] and let her know how he plans to investigate [REDACTED] allegations.
	Sledge talks to MC	Sledge indicates that they talked to [REDACTED] and that [REDACTED] said that she accessed her own conduct record, which included allegations made by [REDACTED] against her [REDACTED] permissions did not allow her to access [REDACTED] record. Sledge indicated that they talked to [REDACTED] but was clear that [REDACTED] did not have access to [REDACTED] record.